

**Facilities Usage Agreement for 12-step AA support group meetings**  
**Good Shepherd Lutheran Church**  
**16420 S. Westland Drive**  
**Gaithersburg, MD 20877**

**301-869-1780**  
**office@goserve.net**



*Embrace Hope*

**INTRODUCTION**

This document sets forth the terms of facilities usage at Good Shepherd Lutheran Church (GSLC) by the AA Support Group named below on the days and times specified. The original, signed copy of this document should be returned to GSLC. A copy should be retained by the applicant.

<b>Name of Meeting Group:</b> ⇨	
<b>Meeting Day(s) and Time(s):</b> ⇨	

**BUILDING USE RATES.** Effective May 2009

Monthly Building Use rates are as follows:

\$25.00 per month for smaller groups which meet in Room 200

\$50.00 per month for larger groups which meet in the Community Use Room at the end of the hallway in the education wing.

\$75.00 per month for the largest groups which meet in the Shepherds Hall, kitchen use for the preparation of coffee only is included.

**DUE DATE FOR BUILDING USE FEES**

Building Use fees are due by the end of the month.

Please note: It is not the practice of Good Shepherd to look upon support group meeting activities as a source of revenue. There are, however, certain expenses associated with the operation of the facility and the timely and consistent payment of your building use fee will help us to cover these costs.

**RENEWAL OF BUILDING USE APPLICATION**

All AA Meeting Groups must have a current, signed Facilities Use Agreement form on file with GSLC. Facilities Use Agreements must be updated no less than every 2 years to stay current with group contacts and changing needs of the church and/or meeting group.

**DESIGNATING A PRINCIPLE CONTACT PERSON**

Each AA Meeting Group must designate a principal contact person(s) and/or a treasurer who will have responsibility for submitting the facility use fees and be available by telephone should the church office need to make contact. This may be indicated on the attached form. Please contact the church office if the contact person changes at any time.

### **CANCELLATION OF MEETINGS DUE TO EVENTS OF THE CHURCH**

GSLC reserves the right to cancel meetings of other community use groups in the event of special circumstances or other priority needs of the church. From time to time an unexpected event such as a special meeting of the congregation or a special fellowship or Worship activity may require use of a group's usual meeting space. Such an event may also require the need to provide ample parking in our parking lot for those attending a church-sponsored activity. Every effort will be made to avoid cancellation of a regularly-scheduled meeting; however, in the event that cancellation is unavoidable, GSLC will attempt to notify meeting groups as soon as possible. An alternate meeting date/time may be arranged or a reduction in the monthly building use fee may be discussed with the Business Manager if a meeting must be cancelled.

If circumstances of the meeting group require the need to cancel a meeting, the monthly building use fee will remain the same unless the circumstances are exceptional and unavoidable. An example may include cancellation due to severe weather conditions.

### **SERVING AND STORING REFRESHMENTS AND OTHER ITEMS AND CLEAN UP OF MEETING SPACE**

GSLC is happy to share our space with our guest groups from the community. Because it is a shared space which is used by others, we would appreciate your efforts in helping to keep areas clean and organized. Your efforts to observe the following will assist us in maintaining a clean environment for our church members and other guests.

Refreshment supplies should be stored in airtight storage containers and marked with some form of identification. This will help to keep items neat and orderly and prevent insect infestation. These containers should be stored away when not in use in areas designated by GSLC for such storage.

Please clean up coffee service, disposing of coffee grinds in the trash can and cleaning coffee serving pots and utensils.

Please wipe down tabletops where coffee and other refreshments are served.

Rearranging tables and chairs is permitted, however, please return furniture to its original configuration so that the space is ready for Sunday School and other users of the space.

Brochures, literature and other materials should be stored away at the conclusion of meetings.

### **LIGHTS, HEATING AND A/C**

Upon exiting the space, please ensure that all lights (except those required by county fire code which do not shut off) and HVAC systems are turned off.

### **SMOKING ON THE PREMISES**

As you know, smoking is not permitted inside of the building. Some individuals, however, resort to smoking in the restrooms and this is NOT allowed. Also, smokers should stand clear of the front entrance so that those coming into the building do not have to first walk through a wall of smoke. Cigarette receptacles are provided for the disposal of cigarette butts so that they are not littered on the grounds of the church.

### **PARKING**

Unfortunately, we have a limited number of parking spaces in our parking lot. There are many activities being held at GSLC throughout the week and consideration should be given to those with the need for handicapped and other reserved parking. Also, we do not allow parking along fire curbs which are clearly marked with yellow paint. When a worship service is scheduled, priority parking is given to members of the church and visitors attending worship. All others are asked to park at the Walnut Hill Shopping Center or at Rosemont Elementary School.

### **ACCESS TO THE BUILDING/BUILDING SECURITY**

Main entranceways will be open for a specified time to allow individuals to set-up before the start of their meeting, and to allow ample time for attendees to arrive for the meeting. If a change to this time period is needed, please contact the church office at 301-869-1780. Meeting groups should plan to hold their meetings as scheduled if the meeting date/time falls on a holiday.

We rely upon the users of our facility to be watchful of individuals entering the building and reporting any suspicious activity to the local police department and/or the church office. Your cooperation in monitoring the complete exit of all meeting attendees at the end of the meeting is appreciated.

### **UNSUPERVISED CHILDREN**

From time to time, adults will bring their children with them to AA Meetings. However, we do not allow children under the age of 15 to be left on their own in any other place in the church while their adult attends a meeting. We do not believe it is ever a good idea to leave a child unattended, no matter how well-behaved and mature the child may seem. This is an unsafe practice, both for the child(ren) and the church.

### **CONTACT PERSON AT GSLC**

Please contact Vicki Schmidt, Business Manager at GSLC, 301-869-1780, should you have any questions regarding the use of the facility for your AA Meeting Group.

Please complete the following page indicating your acceptance of the terms of this facilities use agreement. Retain a copy for your records and return the original to the church office.

**Good Shepherd Lutheran Church  
Facilities Usage Agreement/ Contact Information  
For AA Support Group Meetings**

Name of Meeting Group \_\_\_\_\_

Name of Principal Contact or Person  
Held Responsible for Building Use \_\_\_\_\_

Contact information: Phone \_\_\_\_\_

E.mail address \_\_\_\_\_

Day/Dates Requested \_\_\_\_\_

Time (IN): \_\_\_\_\_ (OUT): \_\_\_\_\_

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**FEE SCHEDULE**

The above-named AA group will utilize the space indicated below and furnish payments in accordance with the corresponding amount shown.

\_\_\_\_\_ \$25 per month for once weekly use of Room 200

\_\_\_\_\_ \$50 per month for once weekly use of the Community Use Room located at the end of the hallway in the Education Wing of the Building

\_\_\_\_\_ \$75 per month for once weekly use of the Shepherds Hall, kitchen access included

**Building Use fees are due by the end of each month.**

*Please make payments to:* Good Shepherd Lutheran Church

*Indicate on memo line:* the name/day of your meeting group

*Mail to or drop off at:* 16420 S. Westland Drive, Gaithersburg, MD 20877

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I have read the information contained in the attached Facilities Usage Agreement regarding use of GSLC facilities. I understand that I will be held responsible for the conscientious care of the church property and I agree to comply with its policies and standards for building use.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date